



APEX ACCREDITATION Inspection Process

| Organisation | Inspection | Follow Up





Hire Industry Association of New Zealand (Inc.)

APEX ACCREDITATION INSPECTION PROCESS

| Organisation | Inspection | Follow Up

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CONTENTS

1	Introduction	5
1.1	A Critical Friend	5
1.2	Why Inspect?	5
1.3	HIANZ's Responsibilities	5
1.4	Member's Responsibilities	5
2	Organising Inspections	6
2.1	Inspection Type & Frequency	6
2.2	Organising the Inspection Visit	6
3	Conducting Inspections	7
3.1	Inspection Process	7
3.2	Full Inspection	7
3.3	Premises Inspection	14
3.4	Product Only Inspection	21
3.5	Observation Report	21
4	After the Inspection	22
4.1	Results and Score Notification	22
4.2	Immediate Action Needed	22
4.3	Improvement Required	24
4.4	Immediate Action and Improvement Required	25
4.5	Compliance	26
4.6	Best Practice	27
4.7	Disciplinary Action	27
Annex A	- Forms & Report Templates	28
Annex A1	- Full Inspection Form	28
Annex A2	- Premises Inspection Form	29
Annex A3	- Product Only Inspection Form	30
Annex A4	- Observation Report	31
Notes		32



APEX is the brand used by HIANZ specific to the Party and Events sector for temporary structures. It is used for this Best Practice Guide as well as the APEX Accreditation and Training modules administered and delivered by HIANZ.

This guidance has been developed by HIANZ to help event organisers, contractors, managers and others make health and safety improvements when erecting, using and dismantling marquees and similar temporary fabric structures.

The guidance represents best practice which may go further than the minimum you need to do to comply with the law and HIANZ acknowledges the support of the Marquee Working Group in producing this guidance.

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Acknowledgements:

- HIANZ Marquee Working Group
- Fire and Emergency NZ (FENZ)
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- Baytex – a division of Structurflex
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- OSHbox
- MUTA – UK Association for Marquees, Tents and Structures

1 Introduction

1.1 A Critical Friend

The role of an APEX Inspector is to be a “critical friend” to members – pointing out areas that need improvement and helping members to make those improvements. Inspectors are not there just to try and make people’s lives difficult.

Our mission as an Association is to raise industry standards, and our Inspectors will get tough if they come across bad or dangerous practice that brings the good name of HIANZ & APEX into disrepute. The Association supports its Inspectors in taking disciplinary action where it is needed.

1.2 Why Inspect?

HIANZ promotes its members as being among the best hire companies in the country. We explicitly state that we want only the best hire companies to join – those that “do things properly”. The message for end users (hiring from our members) is that choosing a APEX accredited member reduces the risk of problems with their event. HIANZ’s marketing and PR activity promoting this message is designed to help APEX members win business in a competitive marketplace.

Clearly, to deliver on that message we need to be more than just a Trade Association that anyone can join by filling in a form and paying a subscription fee. That is where the inspection regime comes in.

New members have to pass an inspection before they are allowed to join.
Existing members have to submit to inspections each year to ensure they are maintaining standards.

A robust inspection regime is absolutely central to the credibility of the Association and its programs and to its key marketing message. Accreditation allows members to use that credibility in their own marketing to help win business against non-members.

1.3 HIANZ’s Responsibilities

It is HIANZ’s responsibility to:

- Organise and manage inspections.
- Ensure that the inspections are performed cost-effectively so that membership fees can be kept as low as possible.
- Take follow up action where members fail to meet the required standard.

Depending on the nature of the failure, follow up action may include supporting the member to improve, undertaking repeat inspections, taking disciplinary action, or expelling the member from HIANZ or the APEX program.

1.4 Member’s Responsibilities

It is the responsibility of each member to:

- Co-operate with HIANZ in arranging inspections, which will often be at short notice.
- Co-operate with the Inspector during the inspection and treat the Inspector courteously.
- Take follow-up action as required by the Inspector.

2 Organising Inspections

2.1 Inspection Type & Frequency

APEX accreditation requires five types of reported inspections:

- Self Audit Assessment – Required to be undertaken by members annual (as per frequency below) and reported to HIANZ.

Full Site Inspection – where the Inspector observes and interacts with a team in action on-site building or removing a structure.

- Premises Inspection – where the Inspector visits a member's premises.
- Product Only Inspection – where the Inspector observes the condition and safety aspects of a completed structure.
- Observation Report – where the Inspector undertakes a discretionary, non-interactive site observation (on a team in action on -site, building or removing a structure), on a member/crew that has recently had a successful Full Site Inspection.

Each member must receive (as a minimum) the following inspections:

- Year 1** Upon sign up – Full Inspection (by inspector) + Premise Inspection (Self Audit)
- Year 2** Premise Inspection (by Inspector)
- Year 3** Full Inspection (by inspector) + Premise Inspection (Self Audit)
- Year 4** Premise Inspection (by Inspector) + Full Inspection (Self Audit)
- Year 5** Repeat year 3
- Year 6** Repeat year 4
- Year 7** Continue to alternate

2.2 Organising the Inspection Visit

For inspections to be effective at detecting normal working practices, they need to be carried out at short notice. Inspections will generally take 3-4 hours.

For inspections to be cost-effective, the Inspector must be able to visit multiple members when travelling to a particular area of the country.

To achieve these points, HIANZ will plan its inspections to concentrate each week on a particular area of the country. HIANZ will contact the members in that area shortly before the Inspector is due to travel or, in some cases, whilst the Inspector is in the area. Contact will be made by telephone using the number that members have provided to HIANZ for contact purposes.

When that contact is received, members are required to provide details of at least one job site within a reasonable travelling distance that the Inspector can visit. HIANZ appreciates that this can be difficult to arrange at short notice in the middle of the season when everyone is busy. However, this co-operation from members is vital to ensure the cost- effectiveness of the inspection scheme and prevent membership fees from having to rise.

If a member fails to provide a site that the Inspector can visit, an email will be sent to the member informing them of this and requiring that the next time the Inspector is in the area they must provide a suitable site.

If a member fails to provide a site on a second successive occasion, the member will be deemed to have failed an inspection. A recommendation will be made to HIANZ Board to begin disciplinary procedures against the member that will lead to expulsion if not satisfactorily addressed.

3 Conducting Inspections

3.1 Inspection Process

Inspections are conducted by examining a number of areas of competence assigning a score against each and recording the results on an inspection form. The score will be recorded as one of:

- 0 - Immediate action required.
- 1 - Improvement recommended.
- 2 - Compliant.
- 3 - Best practice.

Following the inspection, a formal inspection report will be sent to the member via email.

A range of follow up actions will ensue, depending on the results of the inspection, as defined in section 4.

3.2 Full Inspection

The results of a Full Inspection are recorded on the APEX Full Inspection Form (a copy of which is shown at the end of this document). The following areas are examined:

AREA OF COMPETENCE					
EQUIPMENT & TOOLS					
HARD HATS	Hard hats are not being worn and are not present on-site. Or are out of date.	Hard hats are available on-site but are not being worn during activities that present a risk of head injury.	Hard hats are being worn during activities that present a risk of head injury.	All of the crew on-site are wearing hard hats at all times.	HARD HATS
FOOTWEAR	Safety footwear is not being worn and is not available.	Safety footwear is available however not all crew members are wearing when undertaking activities that present a risk and/or some safety footwear is in poor condition.	All crew members are wearing suitable safety footwear that is in a suitable condition.	All crew members are wearing suitable safety footwear that is in suitable condition. The area is designated as a safety footwear zone and visitors are informed.	FOOTWEAR
HI-VIS	Hi-vis uniforms are not available on-site.	Hi-vis uniforms are available on-site but are not being used by the crew even though there is a risk of traffic/mobile plant operation.	Hi-vis uniform are being used when there is moving traffic or plant in the vicinity.	All of the crew on-site are wearing hi-vis uniform at all times.	HI-VIS
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.2 Full Inspection

AREA OF COMPETENCE					
EQUIPMENT & TOOLS					
OTHER PPE	No PPE available on-site when needed.	PPE is available on-site but is not being used when required and/or is stored inappropriately. Not clean and hygienic nor fit for purpose.	PPE is being used when there is a risk of injury occurring.	PPE is being used at all times, and there is the availability of additional pieces of equipment such as waterproof clothing. PPE is being stored appropriately.	OTHER PPE
FIRST AID KIT	No first aid kit present on-site.	A first aid kit is available on-site, however, there is a limited amount of stock present. Possible signs that the first aid kit has been used and not replenished.	A fully stocked first aid kit is accessible on-site.	A fully stocked first aid kit is accessible on-site along with an accident book.	FIRST AID KIT
CONDITION OF TOOLS	All tools and sledge hammers display evidence of damage or deterioration.	Some tools and sledge hammers display evidence of damage or deterioration.	Tools and sledge hammers are in good condition.	Tools are in a safe working condition and stored appropriately before and after use.	CONDITION OF TOOLS
PAT TESTED EQUIPMENT	There is no evidence of any in service portable appliance inspection and testing having taken place on work equipment.	There is some evidence of in-service portable appliance inspection and testing having taken place on some work equipment.	All portable equipment such as electrical tools, leads and work equipment displays evidence of testing.	Equipment that is not normally considered by the crew to be work equipment is PAT tested, for example, kettles and vacuum cleaners.	PAT TESTED EQUIPMENT
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.2 Full Inspection

AREA OF COMPETENCE					
COMPETENCE, TRAINING & DOCUMENTATION					
FIRST AID TRAINED	No members of crew are first aid trained despite installing a structure. The crew are also unaware of the nearest hospital, surgery or first aid trained person.	No members of crew are first aid trained; however, the team are installing a structure at a show or public event where there is a first aid trained person within close proximity.	At least one crew member has a minimum of Emergency First Aid at Work training.	At least two crew members are trained to Emergency First Aid at Work level ensuring cover for absence or leaving site.	FIRST AID TRAINED
SUPERVISION	The supervisor/foreman is inexperienced, has no evidence of competence and evidence of unsafe practices are viewed.	The supervisor/foreman shows general experience in managing the activities being undertaken however there is no evidence of competencies.	The supervisor/foreman is experienced and demonstrates evidence of suitable training.	The supervisor/foreman can demonstrate evidence of experience and has evidence of health and safety training of a level suitable for a supervisory role, such as SSSTS, IOSH or SMSTS.	SUPERVISION
CREW COMPETENCE	None of the crew have evidence of any competencies and evidence of unsafe practices are viewed.	None of the crew have evidence of any competence however they appear to be experienced and there are no unsafe practices viewed.	An adequate number of crew members have undertaken specific training such as StructureSafe and other training applicable to their roles such as manual handling and work at height.	An adequate number of crew members have undertaken specific training such as StructureSafe and other training applicable to their roles such as manual handling and work at height. Seasonal workers and agency staff also have evidence.	CREW COMPETENCE
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.2 Full Inspection

AREA OF COMPETENCE					
COMPETENCE, TRAINING & DOCUMENTATION					
DOCUMENTATION	No crew members have evidence of competency for plant operation despite plant being used on-site.	Crew members have evidence of past competency however it has expired and/or unsafe operating practices are viewed.	Crew members that are required to operate plant have evidence of competency available to view. Plant operation as viewed appears satisfactory.	Crew members that are required to operate plant have evidence of competency available to view. Plant operation as viewed appears satisfactory. Plant operation is covered by risk assessment and additional measures such as daily defect reporting is undertaken.	PLANT OPERATION
	There is no documentation available to view on-site.	There is limited documentation available to view or the documentation has not been reviewed	Suitable and sufficient risk assessments and method statements for the site activities are available to view. A structural sign off sheet is available for client handover.	Suitable and sufficient risk assessments and method statements for the site activities are available to view. A structural sign off sheet is available for client handover. There is evidence of a site induction or toolbox talk and a construction phase plan is available if required.	
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.2 Full Inspection

AREA OF COMPETENCE					
WORKING PRACTICES					
IDENTIFICATION OF SERVICES & CAT SCANS	No CAT scan has been undertaken and no information sought from the client confirming the location of underground services.	Information has been sought from the client however no formal evidence provided of location of underground services.	A CAT scan has been undertaken and recorded.	A full CAT scan has been undertaken, plans received from the client and all services have been clearly marked.	IDENTIFICATION OF SERVICES & CAT SCANS
MANUAL HANDLING	No crew members are carrying out manual activities safely and are unaware of the risks involved.	Some crew members are not carrying out manual handling activities safely.	Crew members are carrying out manual handling activities safely and sensibly.	Crew members are carrying out manual handling activities safely and sensibly. In addition, lifting aids are available and in use, e.g. sack barrows.	MANUAL HANDLING
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.2 Full Inspection

AREA OF COMPETENCE					
WORKING AT HEIGHT					
LADDER CONDITION	All of the ladders being used were not in a safe working condition and were not free from any defects.	Some of the ladders were not free from any defects.	Ladders being used were in a good condition and were of a suitable duty rating (check any NZ standards).	As compliant plus ladders have evidence of regular inspection (ladder tag or similar).	LADDER CONDITION
LADDER USE	Ladders or step ladders being used in an unsafe manner and no crew members have received ladder use training.	Ladders or step ladders generally being used correctly however no crew members have received ladder use training.	Ladders or step ladders being used safely and correctly, with the correct ladders being used for the task carried out. All crew members have received ladder use training.	Ladders or step ladders being used safely and correctly, with the correct ladders being used for the task carried out. All crew members have received ladder use training and can provide evidence. Ladders being handled, transported and stored in a manner to protect them from damage.	LADDER USE
FALL PREVENTION / PROTECTION	There are no fall prevention/protect ion measures in place for raised decks or other such work at height.	Prevention/protect ion measures are in place however appear inadequate. Harnesses and/ or lanyards are damaged, unsuitable or there is no evidence of inspection.	Prevention/protection measures appear suitable. Harnesses and/or lanyards are in a good condition and there is evidence of inspection.	Prevention/protection measures appear suitable. Harnesses and/or lanyards are in a good condition and there is evidence of inspection. A plan is in place to rescue a suspended casualty where applicable and crew have evidence of competencies.	FALL PREVENTION/PROTECTION
ACCESS EQUIPMENT	Access equipment is being used/constructed in a hazardous manner with no evidence of crew competencies.	Access equipment is being used/constructed in a reasonable manner however there is no evidence of crew competencies.	Access equipment is being used/constructed in a reasonable manner and crew can display evidence of competencies.	Access equipment is being maintained, operated and stored as per the EWP Best Practice Guidelines. Crews can display evidence of NZQA operator unit standards.	ACCESS EQUIPMENT
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.2 Full Inspection

AREA OF COMPETENCE						
GENERAL						
HOUSEKEEPING	<p>The site is untidy and trip hazards pose a risk. Equipment is likely to be damaged/dirtied. Tools are stored in unsuitable areas. Trailing leads are evident.</p>	<p>The site is generally untidy and/or improvements could be made to storage and transport of equipment.</p>	<p>The site is generally well kept, and equipment stored and transported in a suitable manner.</p>	<p>Equipment is unloaded as and when required or packed immediately on dismantle. Power tools are cordless. Vehicles are loaded in an efficient manner and the site kept clear of trip hazards at all times. Rubbish is removed.</p>	FALL PREVENTION/PROTECTION	
	<p>The crew members have not cooperated with the Inspector.</p>	<p>The crew leader(s) has cooperated with the Inspector; however, the rest of the crew are not responsive to any requests.</p>	<p>All crew members have cooperated with the Inspector.</p>	<p>All crew members show respect for the Inspector and are responsive to all requests.</p>		ATTITUDE TO INSPECTOR
	<p>Crew members are not aware of any safety aspects involved in the job.</p>	<p>The crew leader(s) has a limited knowledge of the health and safety aspects of the particular job but the crew members are not aware of any safety aspects involved.</p>	<p>All crew members are aware of the health and safety implications involved within the job arising from the particular task.</p>	<p>All crew members have a positive attitude towards health and safety and understand the implications if they do not comply with certain procedures. An on-site verbal induction is carried out to highlight the task involved, weather and other contractors etc. Clear evidence of engagement by workers</p>		
<p>0 IMMEDIATE ACTION REQUIRED</p>	<p>1 IMPROVEMENT RECOMMENDED</p>	<p>2 COMPLIANT</p>	<p>3 BEST PRACTICE</p>			

3 Conducting Inspections

3.3 Premises Inspection

The results of a Premises Inspection are recorded on APEX Premises Inspection Form (a copy of which is shown at the end of this document). The following areas are examined:

AREA OF COMPETENCE							
SAFETY PLANNING							
HEALTH & SAFETY POLICY	There is no evidence of a health & safety policy present at the premises.	A general policy statement of Intent is available however the policy hasn't been reviewed and contains no specific details.	A suitable basic health & safety policy is available to view. The policy is updated annually and a statement is signed and dated.	A detailed health and safety policy is available to view. The policy contains organisational responsibilities and arrangements. The statement is signed and dated by the senior person and displayed.	HEALTH & SAFETY POLICY		
INSURANCES	There is no evidence of liability insurance available to view.	Public and employee liability insurance is available to view but it has expired.	Public and employee liability insurance is in place.	Public and employee liability insurance is in place and evidence is displayed.	INSURANCES		
METHOD STATEMENTS	There is no evidence of method statements present at the premises.	There is limited evidence of method statements available to view, however they were not specific to each type of structure, do not cover other activities and/or lacked detail.	The method statements that were available to view covered the majority of structures and included other activities undertaken. The method statements have been reviewed.	Clear method statements are available to view relating to individual structure types and sizes and also other activities. The method statements have been reviewed and they have been communicated to staff.	METHOD STATEMENTS		
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT	3	BEST PRACTICE

3 Conducting Inspections

3.3 Premises Inspection

AREA OF COMPETENCE					
SAFETY PLANNING					
RISK ASSESSMENTS	There is no evidence of risk assessments present as the premises.	There is limited evidence of completed risk assessments, however, they have not been reviewed and require updating and expansion.	Suitable risk assessments are available to view and have been completed for the majority of activities. The assessments have been reviewed.	Detailed risk assessments are available to view for activities on site, at base and in the office. The assessments have been reviewed and they have been communicated to staff.	RISK ASSESSMENTS
EQUIPMENT/PLANT MAINTENANCE	There is no evidence of equipment / plant maintenance. Statutory inspection and testing has not been undertaken.	There is some record of machinery and plant maintenance that had taken place. Daily defect checking is not documented. PAT testing is not undertaken.	A suitable record of machinery and plant maintenance is available, and a plan is in place. Daily defect sheets are in place but not always used. PAT testing undertaken on most items however some office items remain untested.	A good, clear record of machinery and plant maintenance is in place and daily check sheets display evidence of defects being remedied. PAT testing complete for all portable electrical items.	EQUIPMENT/PLANT MAINTENANCE
HAZARDOUS SUBSTANCES	Substances hazardous to health are being used/ stored at the premises however there are no material safety data sheets available to view and no Hazardous Substance assessments undertaken.	Material safety data sheets are available, and some PPE has been provided. Hazardous Substances assessments have not been carried out.	Material safety data sheets are available; Hazardous Substances assessments have been carried out and recorded. Procedures have been put in place to control risks including provision of PPE.	Detailed Hazardous Substances assessments are displayed at point of use / storage. Data sheets are available to view. All controls are in place. PPE is being maintained and there is evidence that the assessment has been reviewed regularly.	HAZARDOUS SUBSTANCES
FIRE RISK ASSESSMENT & EMERGENCY PLAN	There is no evidence of a risk assessment(s) present at the premises.	A suitable and sufficient fire risk assessment has been undertaken; however, the required actions are not completed and the fire log is not up to date.	A suitable and sufficient fire risk assessment has been undertaken, the actions required are completed and a fire action plan is displayed.	A suitable and sufficient fire risk assessment has been undertaken, all required actions complete, the fire log book is up to date and the fire action plan is displayed.	FIRE RISK ASSESSMENT & EMERGENCY PLAN
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.3 Premises Inspection

AREA OF COMPETENCE					
TRAINING					
INDUCTION TRAINING	There is no record of any staff member receiving induction training.	There is record of some staff having received induction training.	There is record of all staff having received induction training.	Clear records of all staff having induction training covering safety measures at the main premises and on site.	INDUCTION TRAINING
FIRST AID TRAINING	No member of staff has been trained in first aid.	One member of staff has been appointed to take charge of first aid arrangements.	There is a trained first aider at the premises with either EFAW of full FAW certificate.	As compliant however additional staff have training to cover times of absence.	FIRST AID TRAINING
PLANT & EQUIPMENT TRAINING	There is no evidence of plant or equipment training.	Staff have received training in some of the plant and equipment however some needs undertaking or refreshing.	All operators have received training in the plant and equipment as used and training records are available to view and in date.	As compliant however a register of authorised users/ operators has been created and is displayed at machine use point.	PLANT & EQUIPMENT TRAINING
OTHER TRAINING RECORDS	No other training records available.	Some staff have some additional training that is recorded. In house training is not recorded.	The majority of staff receive additional training as applicable for their roles and this is recorded.	All staff have additional training as applicable for their roles. This is clearly recorded, a training matrix updated, and refresher dates flagged up.	OTHER TRAINING RECORDS
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.3 Premises Inspection

AREA OF COMPETENCE					
EQUIPMENT & FACILITIES					
STATUTORY INFORMATION	Statutory signage and posters are not displayed.	Some signage is present.	Most signage is present, and health and safety law poster is displayed/staff have been provided with leaflet or pocket card.	All signage displayed and maintained, optional boxes completed on the health and safety law poster.	STATUTORY INFORMATION
PPE	There is no PPE available for staff.	Some PPE is available but is not being worn.	PPE is available, maintained and being used by staff.	PPE available, maintained, used by staff and records of issue and examination are being kept.	PPE
FIREFIGHTING EQUIPMENT	None available.	Some equipment has been provided however inspections and testing are not recorded or up to date.	Firefighting equipment has been provided as per the fire risk assessment. Fire log book available containing records of all service, maintenance and inspections.	Firefighting equipment has been provided as per the risk assessment. Fire log book available containing records of all service, maintenance and inspections. Trained fire wardens available.	FIREFIGHTING EQUIPMENT
FIRST AID PROVISION	No first aid box on premises.	First aid box provided but not fully stocked.	An adequate number of fully stocked first aid boxes are available. Eyewash is available in workshop areas. Locations are clearly marked.	An adequate number of fully stocked first aid boxes are available. Eyewash is available in workshop areas. Locations are clearly marked. A separate area is available for those requiring first aid treatments. There is access to an automatic defibrillator.	FIRST AID PROVISION
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.3 Premises Inspection

AREA OF COMPETENCE					
EQUIPMENT & FACILITIES					
CONDITION/ MAINTENANCE OF PREMISES	Many areas of the premises are not maintained, walkways are uneven, there is no fixed wiring inspection records and storage/ racking is unsuitable. Yard areas are cluttered, waste receptacles overflowing and areas unclean.	Some areas of the premises are maintained, however, no fixed wiring inspection undertaken and some storage areas unsuitable and some areas unclean. Racking suitable but no record of inspection. Some areas have inadequate lighting.	The premises are clean, storage suitable and walkways free from hazards. Fixed wiring inspection and racking inspection available but require updating. Lighting adequate in all areas.	The premises are clean, storage suitable, all walkways free from hazards, racking inspected and this recorded. There is a copy of the fixed electrical installation test and inspection available.	CONDITION/ MAINTENANCE OF PREMISES
EQUIPMENT/PLANT MAINTENANCE	There is no evidence of equipment / plant maintenance. Statutory inspection and testing has not been undertaken.	There is some record of machinery and plant maintenance that had taken place. Daily defect checking is not documented. PAT testing is not undertaken.	A suitable record of machinery and plant maintenance is available, and a plan is in place. Daily defect sheets are in place but not always used. PAT testing undertaken on most items however some office items remain untested.	A good, clear record of machinery and plant maintenance is in place. Annual checks (as per Annex c.1) are completed on all equipment and products, along with daily checks as required. Evidence of defects being remedied. PAT testing complete for all portable electrical items.	EQUIPMENT/PLANT MAINTENANCE
WELFARE PROVISION	No facilities are provided.	Basic facilities are provided but are not kept clean, hot water is not supplied to hand washing facilities.	All basic facilities are provided, maintained and kept clean. Staff have access to hot drinks and have a means to heat food. Staff are encouraged to take breaks away from the work station and space is available.	All facilities are provided, maintained and kept clean. Staff have access to hot drinks and have a means to heat food. Staff are encouraged to take breaks away from the work station and space is available. Staff lockers and shower facilities are also available.	WELFARE PROVISION
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.3 Premises Inspection

AREA OF COMPETENCE					
ACTIVITIES					
SAFE WORKING	Hazardous working practices are taking place.	On the whole work is being carried out safely but there is some evidence of unsafe practices.	All work is being carried out safely and to risk assessment control methods. PPE is being worn.	As for compliant and there is evidence that contractor control systems are in place for those required to undertake works at the premises. There is a positive health and safety culture in the firm which encourages involvement by all staff who are encouraged to raise concerns.	SAFE WORKING
WORKING AT HEIGHT	Work at height is taking place in a hazardous manner and/or unsafe or unsuitable equipment is being used.	Suitable equipment is being used for work at height however it displays evidence of damage/ deterioration.	Work is being carried out safely and all equipment is in good repair.	Work is being carried out safely and has been included in the risk assessments. Pre-use inspections are being carried out by user. There is a written record of ladder inspection.	WORKING AT HEIGHT
ENVIRONMENTAL	It is not known what noise levels are produced by activities. Hearing protection not provided where applicable. Bunding not provided around storage tanks.	Some hearing protection provided however not always worn. Noise levels are not known. No spill response kit available in the vicinity of storage tanks.	Activities producing noise in excess of 80 dB(A) are subject to adequate controls. Spill response kit in place.	Hearing protection zones in place and health surveillance in place.	ENVIRONMENTAL
PROTECTION FOR PUBLIC	No protection for the public/ real risk of injury occurring.	Some signage in place to prevent public accessing hazardous areas.	All warning signage in place, pedestrian routes marked out. Secure site.	As for compliant and physical barriers in place. Public accompanied at all times.	PROTECTION FOR PUBLIC
TRAFFIC MANAGEMENT	No control in place and no segregation of traffic and pedestrians. Car parking arrangements are unsuitable. Vehicle loading taking place in unsuitable area.	Some signage in place but no segregation of traffic and pedestrians.	Clearly marked pedestrian and vehicle traffic routes. All signage is in place.	As for compliant and physical barriers in place.	TRAFFIC MANAGEMENT
0	IMMEDIATE ACTION REQUIRED	1	IMPROVEMENT RECOMMENDED	2	COMPLIANT
				3	BEST PRACTICE

3 Conducting Inspections

3.3 Premises Inspection

AREA OF COMPETENCE					
INCIDENTS AND INJURIES					
REPORTING OF ACCIDENTS AND INCIDENTS	Staff are unaware of HSWA and the requirement to report accidents. No accident book is available.	One person is responsible for reporting of accidents however is unaware of the full requirements of what is reportable. An accident book is available however forms are not completed correctly and/or appropriately stored.	Responsible person is aware of the HSWA requirements and is reporting to HSE. An accident book is available and completed forms are stored in the appropriate manner.	Responsible person is fully aware of the HSWA requirements of reporting Notifiable Events to WorkSafe. An accident book is available and completed forms are stored in the appropriate manner. There is also evidence of near miss/incident reporting.	REPORTING OF ACCIDENTS AND INCIDENTS
IMPROVEMENT MEASURES FOLLOWING ACCIDENTS AND INCIDENTS	No evidence is available to demonstrate any accident investigations.	There is evidence that some accidents have been subject to investigation however improvements have not been implemented.	There is evidence that accidents have been investigated and improvement measures have been implemented and documented.	Evidence is available demonstrating accidents and incidents are investigated and improvement measures implemented and documented.	IMPROVEMENT MEASURES FOLLOWING ACCIDENTS AND INCIDENTS
CONSULTATION AND COMMUNICATION WITH EMPLOYEES	There is no evidence that employees are consulted on health and safety matters.	Meetings are held with health and safety on the agenda however no employee representative is present.	Meetings are held with an employee representative present however they are not held with any regularity. Planned meetings have been missed due to work load. Required actions from previous meetings have not been completed.	Regular meetings are held with an employee representative present and minutes are available to view. Required actions from previous meetings have been completed.	CONSULTATION AND COMMUNICATION WITH EMPLOYEES
0 IMMEDIATE ACTION REQUIRED	1 IMPROVEMENT RECOMMENDED	2 COMPLIANT	3 BEST PRACTICE		

3 Conducting Inspections

3.4 Product Only Inspection

The results of a Product Only Inspection are recorded on APEX Product Only Inspection Form (a copy of which is shown at the end of this document). The following areas are examined:

Area	What the Inspector is looking for...
Equipment & Tools	
Ground anchors	Appropriate ground anchors, holding fast. Site tests completed and recorded
Roof & wall bracing or equivalent	Roof and wall braces fitted, or equivalent in non -marquee structures.
Ponding risk	Fabrics tensioned so there is no risk of ponding.
Fire exits	Sufficient and accessible fire exits. Clearly identified
Flame retardancy labelling	Fabrics with appropriate labelling demonstrating fire retardancy.
Proximity to services	Not too close to overhead power lines or other services.
Other	Any other aspect of APEX's Best Practice Guidelines not being followed.
Built as designed	Structure is built in accordance with manufacturers guidelines using appropriate components

3.5 Observation Report

The Observation Report is carried out as an additional report. An Observation report can be carried out at any time and without warning should the HIANZ Member be seen by the APEX Inspector working on an open site.

Area	What the Inspector is looking for...
Equipment & Tools	
Hard hats	Hard hats being worn on-site when the structure is being lifted, whilst purlins are being fitted or when there is a risk of head injury from something falling. If at the time of our visit there are no risks of head injury, the Inspector will continue to look for hard hats on-site because at some stage during the build there would have been a risk of head injury. The crew need to be prepared for unforeseen risks overhead, so they all need to be equipped with hard hats on all sites.
Boots	Correct style and type of boots being used.
Hi-Vis	Are hi-vis uniform in use if needed.
Competence, training & documentation	
Supervision	Adequate supervision on-site, including the presence of a leader/foreman.
Working practices	
Manual handling	Crew members carrying out manual handling activities safely and sensibly.
Working at height	
Ladder use	Ladders or step ladders being used safely and correctly, with the correct ladders being used for the task being carried out.
Harnesses	Use of appropriate safety harnesses where needed.
Platforms	Correct set up and use of working at height platforms (e.g. tower scaffold), including use of outriggers.
Other	Any other aspect of APEX Best Practice Guidelines not being followed.
General	
Housekeeping	General condition of the site – are there trip hazards from kit left lying around on the ground and do any of these hazards put the public at risk?

4 After the Inspection

4.1 Results and Score Notification

The Inspector will record the details of the inspection on the HIANZ members' website within 1 working day of the inspection.

The website will automatically send the members an email with an attached PDF of their inspection report, and also a list of area(s) where the member excelled, complied or where improvement action(s) are required.

4.2 Immediate Action Needed

If a score of zero is given against any of the items examined in the inspection the member is required to take urgent and immediate action to resolve the issue(s) to the satisfaction of the Inspector.

Example email:

From: apex@hianz.net.nz

Subject: Immediate action required following APEX inspection

[Text of email]

Hi [name of main contact and not company name],

Please find attached the inspection report following your recent [on -site or premises inspection – delete as appropriate].

Areas that require immediate attention

You have been scored with a 0 – immediate action required for the following item(s):

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

These are serious item(s) that require your immediate attention if your membership of HIANZ is to be continued.

Please don't hesitate to contact the Inspector or the Member Services Team if you wish to discuss these.

Items requiring immediate action will be reported to HIANZ Board for review.

Where to go for external advice

If you require access to qualified health and safety advice, here are some consultants you may wish to contact to get a quote:

- OSHBox provide industry-specific health and safety advice, training and inspections for HIANZ members
- (???) provide generic health and safety advice and HIANZ's business support helpline
- (???) provide industry -specific health and safety advice and training

HIANZ does not receive financial rewards from any of the consultants.

Regards,
(Name)

HIANZ Member Services
Telephone: 07 575 2563
Email: apex@hianz.net.nz

Failure by the member to co-operate with the Inspector in resolving these item(s) in an urgent and timely manner will result in a recommendation to HIANZ Board to summarily expel the member.

In this case, the following email will be sent:

4 After the Inspection

Example email:

From: apex@hianz.net.nz

Subject: Recommendation for expulsion from HIANZ

[Text of email]

Dear (name of member)

Following our Inspector's recent visit to your premises or site you were scored with a **0 – Immediate action required** for the following item(s):

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

We are not satisfied that you have taken the urgent and immediate action necessary to resolve these problems and therefore a recommendation has been made to HIANZ Board to proceed with action to terminate your HIANZ membership.

Should you have any questions or queries regarding the above, please do not hesitate to contact us immediately.

Regards,
(Name)

HIANZ Member Services
Telephone: 07 575 2563
Email: apex@hianz.net.nz

If satisfactory action is taken and then, in a subsequent inspection, the member is given a score of zero against the same item(s), a recommendation to HIANZ's Board to summarily expel the member will be made, irrespective of whether the issue is resolved (i.e. two strikes and you're out).

In this situation the following email will be sent to the Member:

Example email:

From: apex@hianz.net.nz

Subject: Recommendation for expulsion from HIANZ

[Text of email]

Dear (name of member)

Our Health and Safety Inspector has recently visited your site or premises and conducted a [APEX Product Only Inspection/ APEX Full Inspection/APEX Premises Inspection/APEX Observation Report – text automatically set to one of these 4].

This inspection is based on the [APEX Inspection Process].

You can view a copy of the report by downloading the PDF attached.

You have been scored with a **0 – Immediate action required** for the following item(s):

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

You have scored "0 – Urgent Action Required" in one of these items previously and so, under the rules of our inspection system, a recommendation has been made to HIANZ Board to proceed with disciplinary action that is expected to result in termination of your HIANZ membership.

Should you have any questions or queries regarding the above, please do not hesitate to contact us immediately.

Regards,
(Name)

HIANZ Member Services
Telephone: 07 575 2563
Email: apex@hianz.net.nz

4 After the Inspection

4.3 Improvement Recommended

If a score of 1 is given against any of the items examined in the inspection, an official Improvement Notice using the email text shown below will be sent to the member, requiring improvement prior to the next inspection.

Example email:

From: apex@hianz.net.nz

Subject: Improvements recommended following HIANZ/APEX inspection

[Text of email]

Hi [name of main contact and not company name],

Please find attached the inspection report following your recent [on -site or premises inspection – delete as appropriate].

Areas that require improvement

You have been scored with a 1 – improvement recommended for the following item(s):

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

These are items that should be resolved prior to your next inspection, as we must ensure all members continue to achieve high standards. Please don't hesitate to contact the Inspector or the Member Services Team if you wish to discuss these.

Where to go for external advice

If you require access to qualified health and safety advice, here are some consultants you may wish to contact to get a quote:

- OSHBox provide industry-specific health and safety advice, training and inspections for HIANZmembers
- (???) provide generic health and safety advice and HIANZ's business support helpline
- (???) provide industry -specific health and safety advice and training

HIANZ does not receive financial rewards from any of the consultants.

Regards,

(Name)

HIANZ Member Services

Telephone: 07 575 2563

Email: apex@hianz.net.nz

Three scores of 1 in succession on the same item(s) will result in a recommendation to HIANZ's Executive Committee to begin disciplinary procedures against the member that will lead to expulsion if not satisfactorily addressed.

The following email will be sent to the affected member:

Example email:

From: apex@hianz.net.nz

Subject: Recommendation for HIANZ disciplinary action

[Text of email]

Dear (name of member)

Our Health and Safety Inspector has recently visited your site or premises and conducted a [APEX Product Only Inspection/ APEX Full Inspection/APEX Premises Inspection/APEX Observation Report – text automatically set to one of these 4].

This inspection is based on the [HIANZ Inspection Process]. You can view a copy of the report by downloading the attached PDF.

You were scored with a **1 – Improvement recommended** for the following item[s]:

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

This is the third inspection in succession for which you have received this score for one or more of these items, we are not satisfied that you have taken the necessary action to resolve the problems. Therefore, a recommendation has been made to

4 After the Inspection

HIANZ Board to proceed with disciplinary action that could lead to termination of your HIANZ membership.
Should you have any questions or queries regarding the above, please do not hesitate to contact us immediately.

Regards,
(Name)
HIANZ Member Services
Telephone: 07 575 2563
Email: apex@hianz.net.nz

4.4 Immediate Action and Improvement Recommended

If a score of 0 and 1 is given in the same report the member will have to address the Immediate Action points as a priority, however, the improvement required points will be listed at the bottom of the same email.

Example email:

From: apex@hianz.net.nz

Subject: Immediate action and improvements recommended following HIANZ inspection

[Text of email]

Hi [name of main contact and not company name],

Please find attached the inspection report following your recent [on -site or premises inspection – delete as appropriate].

Areas that require improvement

You have been scored with a 0 – immediate action required for the following item(s):

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

Areas that require improvement

You have also been scored with a **1 – Improvement recommended** for the following item(s):

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

These are serious item(s) that require your immediate attention if your membership of HIANZ is to be continued. Please don't hesitate to contact the Inspector or the Member Services Team if you wish to discuss these. Items requiring immediate action will be reported to HIANZ's Board for review.

Where to go for external advice

If you require access to qualified health and safety advice, here are some consultants you may wish to contact to get a quote:

- OSHBox provide industry-specific health and safety advice, training and inspections for HIANZ members
- (????) provide generic health and safety advice and HIANZ's business support helpline
- (????) provide industry -specific health and safety advice and training

HIANZ does not receive financial rewards from any of the consultants.

Regards,
(Name)
HIANZ Member Services
Telephone: 07 575 2563
Email: apex@hianz.net.nz

The same follow up emails will apply dependent on whether the issues are resolved by the member.
See section 4.2 and 4.3.

4 After the Inspection

4.5 Compliance

If a score of 2 is given against any of the items examined in the inspection, HIANZ will make contact with the member should there be any advice from the Inspector on possible improvements which could be made in order to award a mark of Best Practice, or alternatively the member can view guidance on how to achieve Best Practice within the Inspection Process.

Example email:

From: apex@hianz.net.nz

Subject: Possible improvements could be made as a result of a HIANZ Inspection Report

[Text of email]

Hi [name of main contact and not company name],

Please find attached the inspection report following your recent [on-site or premises inspection – delete as appropriate].

Areas that have been scored as compliant

You have been scored with a 2 – compliant for the following item(s):

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

Members are expected to receive a score of 2 – complaint for all items so well done on achieving this. Those members that go “above and beyond” can expect to score 3 – best practice for some items. To find out how to improve any of your scores further, click here [link to Inspection Process document] to view the criteria within the Inspection Process.

Where to go for external advice

If you require access to qualified health and safety advice, here are some consultants you may wish to contact to get a quote:

- OSHBox provide industry-specific health and safety advice, training and inspections for HIANZ members
- (???) provide generic health and safety advice and HIANZ’s business support helpline
- (???) provide industry -specific health and safety advice and training

HIANZ does not receive financial rewards from any of the consultants.

Regards,

(Name)

HIANZ Member Services

Telephone: 07 575 2563

Email: apex@hianz.net.nz

4 After the Inspection

4.6 Best Practice

Where a 100% score of Best Practice (3) is reported following an inspection, the following email will be sent to the member. A short report, including details of the Foreman on-site, will also be included in the next HIANZ newsletter

Example email:

From: apex@hianz.net.nz

Subject: Congratulations on achieving a faultless HIANZ inspection report

[Text of email]

Dear [name of member],

Please find attached the inspection report following your recent [on -site or premises inspection – delete as appropriate].

Many congratulations on obtaining full marks, this is an excellent achievement. Recognition of the hard work you and your team have put in will be promoted in our next e-newsletter.

Regards,

(Name)

HIANZ Member Services

Telephone: 07 575 2563

Email: apex@hianz.net.nz

4.7 Disciplinary Action

Where disciplinary action is required, a meeting will be held with the member following which a recommendation for action will be made to the HIANZ Board. The Board's decision shall be final.

The meeting will be attended by:

- HIANZ Member Services Representative.
- HIANZ Board member responsible for the Inspection Process.
- The member; the member may bring a colleague too.

If the member fails to attend the meeting, or fails to co-operate, a recommendation for action will be made to the Board without a meeting being held.

The meeting will be notified to the member by email and by post using the following text:

Example correspondence:

Dear (name of member)

I am writing to tell you that HIANZ is considering dismissing you from the association or taking disciplinary action against you.

This action is being considered with regard to the following circumstances:

- [fill in as needed]
- [fill in as needed]
- [fill in as needed]

You are invited to attend a disciplinary meeting on at am/pm which is to be held in where this will be discussed.

You are entitled, if you wish, to be accompanied by a work colleague or support person.

Please confirm your attendance at the meeting.

Regards,

(Name)

HIANZ Member Services

Telephone: 07 575 2563

Email: apex@hianz.net.nz

A Annex A - Forms and Report

A.1 Annex A1 - Full Inspection Form

FULL INSPECTION FORM

MEMBER NAME

FOREMAN NAME

DATE & LOCATION OF INSPECTION

ITEM	SCORE					COMMENTS / REMEDY
EQUIPMENT & TOOLS						
Hard Hats	N/A	0	1	2	3	
Footwear	N/A	0	1	2	3	
Hi-Vis	N/A	0	1	2	3	
Other PPE	N/A	0	1	2	3	
First Aid Kit	N/A	0	1	2	3	
Condition Of Tools	N/A	0	1	2	3	
PAT Tested Equipment	N/A	0	1	2	3	
COMPETENCE, TRAINING & DOCUMENTATION						
First Aid Trained	N/A	0	1	2	3	
Supervision	N/A	0	1	2	3	
Crew Competence	N/A	0	1	2	3	
Plant Operation	N/A	0	1	2	3	
Documentation	N/A	0	1	2	3	
WORKING PRACTICES						
Identification Of Services & Cat Scans	N/A	0	1	2	3	
Manual Handling	N/A	0	1	2	3	
WORKING AT HEIGHT						
Ladder Condition	N/A	0	1	2	3	
Ladder Use	N/A	0	1	2	3	
Fall Prevention/Protection	N/A	0	1	2	3	
Access Equipment	N/A	0	1	2	3	
GENERAL						
Safety Attitude	N/A	0	1	2	3	
Attitude To Inspector	N/A	0	1	2	3	
Housekeeping	N/A	0	1	2	3	
Welfare	N/A	0	1	2	3	
Security	N/A	0	1	2	3	
Others	N/A	0	1	2	3	

COMMENTS:

A.2 Annex A2 - Premises Inspection Form

A.2 Annex A2 - Premises Inspection Form

PREMISES INSPECTION FORM

MEMBER NAME

DATE & LOCATION OF INSPECTION

ITEM	SCORE					COMMENTS / REMEDY
SAFETY PLANNING						
Health & Safety Policy	N/A	0	1	2	3	
Insurances	N/A	0	1	2	3	
Method Statements	N/A	0	1	2	3	
Risk Assessments	N/A	0	1	2	3	
Equipment/Plant Maintenance	N/A	0	1	2	3	
COSHH	N/A	0	1	2	3	
Fire & Emergency Plan	N/A	0	1	2	3	
TRAINING						
Induction Training	N/A	0	1	2	3	
First Aid Training	N/A	0	1	2	3	
Plant & Equipment Training	N/A	0	1	2	3	
Other Training Records	N/A	0	1	2	3	
EQUIPMENT & FACILITIES						
Statutory Information	N/A	0	1	2	3	
PPE	N/A	0	1	2	3	
Firefighting Equipment	N/A	0	1	2	3	
First Aid Provision	N/A	0	1	2	3	
Condition/Maintenance Of Premises	N/A	0	1	2	3	
Cond./ Maintenance Of Equipment & Plant	N/A	0	1	2	3	
Welfare Provision	N/A	0	1	2	3	
ACTIVITIES						
Safe Working	N/A	0	1	2	3	
Working At Height	N/A	0	1	2	3	
Environmental						
Protection For Public	N/A	0	1	2	3	
Traffic Management	N/A	0	1	2	3	
INCIDENTS & INJURIES						
Reporting Of Accidents	N/A	0	1	2	3	
Improvement Measures Following Accidents	N/A	0	1	2	3	
Consultation & Communication	N/A	0	1	2	3	

COMMENTS:

A.3 Annex A3 - Product Only Inspection Form

A.3 Annex A3 - Product Only Inspection Form

PRODUCT ONLY INSPECTION FORM

MEMBER NAME _____

DATE & LOCATION OF INSPECTION _____

ITEM	SCORE					COMMENTS / REMEDY
COMPLIANCE WITH HIANZ BEST PRACTICE GUIDE						
Ground Anchors	N/A	0	1	2	3	
Roof & Wall Bracing Or Equivalent	N/A	0	1	2	3	
Ponding Risk	N/A	0	1	2	3	
Fire Exits	N/A	0	1	2	3	
Flame Retardancy Labelling	N/A	0	1	2	3	
Proximity To Services	N/A	0	1	2	3	
Other	N/A	0	1	2	3	
Built To Design	N/A	0	1	2	3	
COMMENTS:						

A.4 Annex A4 - Observation Report

A.4 Annex A4 - Observation Report

OBSERVATION REPORT

MEMBER NAME

DATE & LOCATION OF INSPECTION

ITEM	SCORE				COMMENTS / REMEDY
EQUIPMENT & TOOLS					
Hard Hats	0	1	2	3	
Boots	0	1	2	3	
Hi-Vis	0	1	2	3	
COMPETENCE, TRAINING & DOCUMENTATION					
Supervision	0	1	2	3	
WORKING PRACTICES					
Manual Handling	0	1	2	3	
WORKING AT HEIGHT					
Ladder Use	0	1	2	3	
Harnesses	0	1	2	3	
Platforms	0	1	2	3	
Other	0	1	2	3	
GENERAL					
Attitude To Inspector	0	1	2	3	
COMMENTS:					



Best Practice Guidelines
Safe Use and Operation of Temporary
Demountable Fabric Structures